



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ECONOMIC DEVELOPMENT REP II

Job Number: 20001599

Job Code: 82670V000101

Job Group: 8200 - ECONOMIC DEVELOPMENT

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional work in researching, planning, evaluating and promoting industrial or business development and/or expansion in Kentucky; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of experience in industrial development, economics, research, business, marketing or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in one of the above areas will substitute for the required college on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Contacts representatives from industry and the business community for the purpose of promoting the development or expansion of business or industry in the state of Kentucky. Accompanies industrial or business prospects to Kentucky communities. Writes financial proposals which includes loan applications, descriptions of business, market, sales methods, competition, location, management, personnel, sources and applications of funding, income statements, cash flow and other financial data. Provides information concerning licensing, state regulations and business structure. Delivers speeches to local civic organizations and other interested parties designed to promote economic development. Analyzes, evaluates and interprets industrial data. Compiles basic resource documents. Writes professional and administrative reports concerning economic development. Assists in the establishment of educational programs geared to meet the needs of potential clients. Prepares and assists in the planning of industrial feasibility studies matching industrial location requirements with Kentucky's resources. Examines needs and problems of existing industry or business and makes recommendations to solve the problems. Promotes the expansion of existing industries by consulting with industry representatives and management and assist in promoting economic growth.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.